HEALTH & SAFETY

CHECK SHEET

Company Name and Details Here

Company Address Here

Company Address

Postcode

|  |
| --- |
| **Job Sheet - to cover: Planned & actual work, Risks & Safe working methods applicable** |
| Customer  | [CUSTNAME] | Site contact  | [SITECONTACT] |
| Site address  | [SITEADD][PCODE] | Location(s) on site  | [LOCATIONS] |
| Priority level |  [TXT1] | Contact Tel | [CONTACTTEL] |
| Job raised on | [TXT2] | Due date | [DUEDATE] |
| Customer ref | [TXT3] | Target completion | [TARGETDATE] |
| Job Number | [TXT4] | Lead Engineer/ Supervisor | [LEADENG] |
| Scope of planned works (in sequence): |
| [SCOPEOFWORK] |  |
| Risk assessments applicable to the expected works-numbers as highlighted within the engineers file: |
| [RISKASSESS] |
| Lead Engineer/Supervisor to note any additional risks or unexpected work circumstances (NOTE: if significant other risks are found the Engineer must seek advice from the office before proceeding)[NOTES] |
| Actual work carried out/Engineers report-with any variations noted:[WORK] |

**Time Card**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Engineer(s)** | **Date** | **Travel (Hrs)** | **Time on site** | **Time off site** | **Miles** | **Completed** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **CUSTOMER DECLARATION: As the customer, I confirm that the work has been carried out to my satisfaction** |
| **SIGNED:** | **PRINTED NAME:** | **DATE:** |

**Hazard Identification- the following may be or are present based on our knowledge of the work or the site circumstances:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Occupiers | [CB1] | Hazardous substances | [CB6] | Manual handling | [CB11] | Slips trips & falls | [CB16] |
| Public | [CB2] | Asbestos | [CB7] | Lifting operations | [CB12] | Highway works | [CB17] |
| Work at height | [CB3] | Fragile roof surfaces | [CB8] | Flammable gases | [CB13] | Security | [CB18] |
| Heat | [CB4] | Pressure systems | [CB9] | Electricity | [CB14] | Traffic movement | [CB19] |
| Noise | [CB5] | Confined spaces | [CB10] | Below ground | [CB15] | Other-list below | [CB20] |
| **Other hazards to be noted below with safe working methods described ( if applicable):** |
| [OTHERHAZARDS] |
| Materials to be used:[MATERIALS]Storage & Delivery notes:[STORAGE] |
| Tools, Plant & equipment required:[TOOLS] |
| **Protective equipment to be used:** |
| Hard hat | [CB21] | Ear protection | [CB24] | Knee pads | [CB27] |
| Gloves | [CB22] | Goggles | [CB25] | Harness | [CB28] |
| FFP3 mask | [CB23] | Hi Viz | [CB26] | Coverall | [CB29] |
| **Site specific emergency arrangements:**  |
| Emergency escape plan  | [ESCAPEPLAN] | First Aid | [FIRSTAID] |
| Welfare facilities | [WELFARE] | Site Rules | [SITERULES] |
| **Permit to work required?**  |
| Hot works | [CB30] | Services | [CB31] |
| Work at height | [CB32] | Confined spaces | [CB33] |
| **Approved Sub-Contractors to be used- supervised by our own Managemen**t: YES / NO |
| Names & Trade (as applicable):[NAMETRADE] |
| Waste arrangements: [WASTE] |
| Lead Engineer/ Supervisor approval to proceed: I confirm that the relevant Risk, Safety, Emergency & protection arrangements are in place. It is now safe to carry out the works without the need to sign or approve any additional risk control measuresSigned: Signature from Staff Members Date: [SIGNDATE] |